

CCISC QUARTERLY REPORTING FORM INSTRUCTIONS

Please adhere to the following instructions for the CCISC Quarterly Reporting Form.

- 1.** This form replaces CCISC activity reporting formerly required in the Mental Health Monthly Status Reports. It also replaces the Cadre Activities Log formerly requested.
- 2.** This is a quarterly report that is due the 15th day after the end of each quarter. The dates for FY 05-06 will be:
 July, August & September-**10/15**
 October, November & December- **1/15**
 January, February & March- **4/15**
 April May & June- **7/15**
- 3.** The form is preferably program or site specific. Please do not aggregate activities across programs or sites unless instructed to do so by your Program Monitor.
- 4.** Send the completed form to your Program Monitor or designee. For MH providers, this form will likely be attached as an additional tab to the MSR at a future date.
- 5.** The Program Monitor or designee may request documentation re the reported activities in a desk review or site visit.